UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency Washington, DC 20250 **Notice TB-1083**

For: Tobacco State and County Offices

2003 Special Tobacco Combinations

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Approved by: Deputy Administrator, Farm Programs

1 Overview

A Background

Special Tobacco Combinations apply to all kinds of tobacco currently under the acreage allotment and/or marketing quota program and are in effect for the 2003 marketing year only.

Farms involved in a Special Tobacco Combination shall meet the requirements for a farm combination according to 2-CM, except for the signature requirement. The owner and operator of the farm being combined with the "Designated Farm of Record (DFR)" and the operator of DFR must sign FSA-155.

All requests must be filed by COB, June 2, 2003. There shall be no manual Special Tobacco Combinations. **All** requests must be processed through the automated system, including nonquota farms. Process a regular reconstitution, if applicable, before processing requests for a Special Tobacco Combination. DFR cannot become a parent farm on a subsequent Special Tobacco Combination.

B Purpose

This notice provides instructions for processing 2003 Special Tobacco Combinations.

Disposal Date	Distribution
September 1, 2003	Tobacco State Offices; State Offices relay to applicable County Offices

2 County Office Action

A Initiating a Special Tobacco Combination

Before initiating a Special Tobacco Combination in the automated system:

- review FSA-155 for completeness
- complete FSA-155 according to Exhibit 1.

When the "Initiate Special Tobacco Combination" option is selected, the computer will automatically assign a document number to be used throughout the process. Flue-Cured Tobacco (FC), Burley Tobacco (BU) and Other Kinds of Tobacco (OTH).

Step	Action	Result
1	On Menu MKAP00 (FC), MMAP00	Menu MKAP03 (FC), MMAP03
	(BU), or MRAP00 (OTH), ENTER "3",	(BU), or MRAP03 (OTH) will be
	"Special Tobacco Combinations," and.	displayed.
	PRESS "Enter".	
2	ENTER "1", "Initiate a Special Tobacco	Screen MKAX0202 (FC),
	Combination," and PRESS "Enter".	MMAX0202 (BU), or MRAX0202
		(OTH) will be displayed.
3	ENTER farm serial number for both of	Screen FAX410-02 will be displayed
	the following:	for the parent farm.
	parent farmDFR	
	PRESS "Enter".	
4	Screen MKAX0203 (FC), MMAX0203	Screen FAX410-02 for the DFR will
	(BU), and MRAX0203 (OTH) will be	be displayed.
	displayed. PRESS "Enter".	
5	Screen MKAEPG03 (FC), MMAEPG03	County Committee Report For
	(BU), and MRAEPG03 (OTH) will be	Special Tobacco Combination will be
	displayed. Verify that the data displayed	automatically printed.
	is correct. PRESS "Enter".	

2 County Office Action (Continued)

B Deleting a Special Tobacco Combination

A pending Special Tobacco Combination must be deleted if the requestor withdraws the request for combination, or COC disapproves FSA-155.

Step	Action	Result
1	On Menu MKAP00 (FC), MMAP00	Menu MKAP03 (FC), MMAP03 (BU),
	(BU) or MRAP00 (OTH), ENTER "3",	or MRAP03 (OTH) will be displayed.
	"Special Tobacco Combinations," and	
	PRESS "Enter".	
2	ENTER "2", "Delete a Pending	Screen MKAEP201 (FC), MMAEP201
	Tobacco Combination," and PRESS	(BU), or MRAEP201 (OTH) will be
	"Enter".	displayed.
3	Enter document number to be deleted	Screen MKAEP202 (FC), MMAEP202
	and PRESS "Enter".	(BU), or MRAEP202 (OTH) will be
		displayed.
	Note: The document number can be	
	found on the report generated	
	during the initiate process.	
4	Verify that the data displayed is correct.	If "Y" is selected, the message; "Special
	ENTER "Y" to complete the deletion	Tobacco Combination Has Been
	or "N" to return to Screen MKAEP201	Deleted," will be displayed. PRESS
	(FC), MMAEP201 (BU), or	"Enter".
	MRAEP201 (OTH).	

C Updating a Special Tobacco Combination

County Office shall submit the following to COC for each Special Tobacco Combination:

- FSA-155
- FSA-156-EZ
- COC report printed during the initiate process
- additional documentation necessary to support the Special Tobacco Combination.

2 County Office Action (Continued)

C Updating a Special Tobacco Combination (Continued)

Update Special Tobacco Combination according to this table.

Step	Action	Result
1	On Menu MKAP00 (FC), MMAP00	Menu MKAP03 (FC), MMAP03
	(BU), or MRAP00 (OTH), ENTER "3",	(BU), or MRAP03 (OTH) will be
	"Special Farm Combinations", and	displayed.
	PRESS "Enter".	
2	ENTER "3", "Update a Special Tobacco	Screen MKAEP401 (FC),
	Combination", and PRESS "Enter".	MMAEP401 (BU), or MRAEP401
		(OTH) will be displayed.
3	Enter the document number to be	Screen MKAEEL02 (FC),
	updated and PRESS "Enter".	MMAEEL02 (BU), or MRAEEL02
		(OTH) will be displayed.
	Note: The document number can be	
	found on the report generated	
	during the initiate process.	
4	Enter the COC approval date	Screen MKAEPG01 (FC),
	(MMDDCCYY) and PRESS "Enter".	MMAEPG01 (BU), or MRAEPG01
		(OTH) will be displayed.
5	Verify that the data displayed is correct.	Special Tobacco Combination has been
	PRESS "Enter" to update.	updated.
6	Enter the printer ID to be used to print	FSA-807 (FC) or FSA-808 (BU) will
	FSA-807 (FC) or FSA-808 (BU).	be printed.
		Note: If a warehouse/receiving
		station/dealer designation is on
		file, undesignate the tobacco
		before updating the Special
		Tobacco Combination.

2 County Office Action (Continued)

D Voiding a Special Tobacco Combination

Void Special Tobacco Combinations according to this table, if:

- requested by operator
- provisions in this notice are not followed.

Step	Action	Result
1	On Menu MKAP00 (FC), MMAP00	Menu MKAP03 (FC), MMAP03 (BU),
	(BU), or MRAP00 (OTH), ENTER	or MRAP03 (OTH) will be displayed.
	"3", "Special Tobacco Combinations",	
	and PRESS "Enter".	
2	ENTER "4", "Void a Special Tobacco	Screen MKAEP203 (FC), MMAEP203
	Combination", and PRESS "Enter".	(BU), or MRAEP203 (OTH) will be
		displayed.
3	Enter the document number to be	Screen MKAEP204 (FC), MMAEP204
	voided and PRESS "Enter".	(BU), or MRAEP204 (OTH) will be
		displayed.
	Note: The document number can be	
	found on the report generated	
	during the initiate process.	
4	Verify that the data displayed is	If "Y" is selected, the message "Special
	correct. ENTER "Y" to void or "N"	Tobacco Combination Has Been
	to return to Special Tobacco	Voided", will be displayed. PRESS
	Combination Menu.	"Enter".

2 County Office Action (Continued)

E Adding a Farm Crop and Tract Crop Record

Before initiating a Special Tobacco Combination involving a nonquota farm, establish a tobacco farm crop and tract crop record for the farm as follows.

Step	Action
1	On Menu MKA000 (FC), MMA000 (BU), or MRA000 (OTH),
	ENTER "3", "Revisions and Adjustments of Allotments/Quotas".
2	On Menu MKAE00 (FC), MMAE00 (BU), or MRAE00 (OTH),
	ENTER "11", "Corrections – Farm Crop File".
3	On Menu MKAE11 (FC), MMAE11 (BU), or MRAE11 (OTH),
	ENTER "12", "Add Farm/Tract Crop Set".
4	On Screen MKAX0601 (FC), MMAX0601 (BU), or MRAX0601 (OTH), enter
	the farm yield only using the county average (applicable) tobacco yield.
5	On Screen MKAWA001 (FC), MMAWA001 (BU), or MRAWA001 (OTH),
	ENTER "E" to end and save updates.
6	On Screen MKAEH800 (FC), MMAEH800 (BU), or MRAEH800 (OTH),
	ENTER "N" for no corrections.
7	Do not mail MQ-24. On MQ-24, write, "FOR SPECIAL TOBACCO
	COMBINATION ONLY – NONQUOTA FARM".

Note: No entry required in the tract crop record.

F Planted Acres

Tobacco may be planted on either of the parent farms in the Special Tobacco Combination. However, the effective allotment and/or quota for DFR will be used for tobacco program purposes. All tobacco acreage planted must be reported on the farm where the tobacco is physically planted.

G Notifying Operators and Owners

If COC does not approve the proposed Special Tobacco Combination, send a letter to the parent farm to be combined and the DFR farm owners and operators. Include the following in the letter:

- the disapproval
- reasons the Special Tobacco Combination was not approved
- appeal rights according to 1-APP.

2 County Office Action (Continued)

G Notifying Operators and Owners (Continued)

If COC approves the Special Tobacco Combination:

- notify farm operator of approval using the example letter in Exhibit 2
- print MQ-24 during next start-of-day
- mail to farm operator.

Note: Notification to the farm operator shall constitute notice to all persons who have an interest in the farm.

3 COC Action

A Approval or Disapproval

COC shall approve or disapprove each Special Tobacco Combination by signing the COC report.

COC may redelegate to CED the authority to approve or disapprove FSA-155 for Special Tobacco Combinations if another Special Tobacco Combination, warehouse, receiving station or dealer designation, or similar action would be delayed if COC action is not obtained in a timely manner.

If COC redelegates to CED:

- the redelegation shall be in writing
- each month, COC shall review CED decisions.

When reviewing proposed Special Tobacco Combinations, COC shall:

• ensure that Special Tobacco Combination requirements are met

Note: Each farm in a special tobacco combination must have the same operator for the entire 2003 crop year.

- check items submitted necessary to support the combination
- sign the COC report indicating approval or disapproval of the combination
- follow subparagraph 2 G to notify farm operators and owners.

Example of FSA-155

Following is an example of FSA-155.

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Notification of Approved Special Tobacco Combination

Notify the farm operator of approval using this example letter.

Designated Farm of Record (DFR) – FSN
Dear Tobacco Farm Operator:
Your request for a Special Tobacco Combination of allotments and/or quotas has been approved with the designated farm serial number (FSN) shown above. All tobacco program activities will be conducted using the designated FSN. These activities include warehouse, receiving station and dealer designation, price support eligibility, acreage reporting, and producer marketings. Tobacco acreage may be planted on either of the farms involved in the Special Tobacco Combination. However, the acreage will be considered as planted on the DFR FSN.
Separate FSN's will be maintained for each farm involved in a Special Tobacco Combination. These FSN's will be sued for all other program activities except tobacco for the current year.
The Special Tobacco Combination is effective for the (insert current crop year) crop year only. Tobacco allotments and/or quotas for the (insert next crop year) crop year will be established for each separate FSN in the Special Tobacco Combination. After next year's allotments and/or quotas are established for each FSN, regular reconstitutions, transfers by sale, and any other revisions and adjustments to a farm's allotment and/or quota can be made. However, Special Tobacco Combinations must be requested annually.
If you have any questions concerning the Special Tobacco Combination, please contact this office.
Sincerely,
/s/ John Smith
John Smith County Executive Director